

A G E N D A



RCA - Purchasing

Austin City Council

Item ID:

5335

Meeting Date:

April 21, 2011

Department:

Purchasing

Subject

Authorize award and execution of a 60-month service contract through the State of Texas Department of Information Resources (DIR) with XEROX CORPORATION, Austin, TX for the lease of multi-function document imaging machines and managed services in an estimated amount not to exceed \$2,530,226.10.

Amount and Source of Funding

Funding in the amount of \$210,852 is available in the FY 2010-2011 Operating Budget of various City departments. Funding for the remaining fifty-five months of the original contract period is contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing
Language:

Cooperative Purchase.

Prior Council
Action:For More
Information:

Lynn Mueller, Contract Compliance Manager, (512) 972-4011

Boards and
Commission
Action:

MBE / WBE:

This cooperative contract is exempt from the MBE /WBE Ordinance. This exemption is in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this contract.

Related Items:



Additional Backup Information

This contract will establish a new agreement for the lease, installation and maintenance of 58 multi-function document imaging machines for the Health and Human Services Department (HHSD) and a renewed lease agreement for 32 multi-function document imaging machines and the provision of managed services for the various departments housed at Austin City Hall. Austin City Hall has been utilizing multi-function Xerox devices since 2006.

Multi-function document imaging machines function as network printers, copiers, scanners, and fax machines. Each device is capable of performing multiple functions at one time. Cost savings will be achieved as the Health and Human Services Department phases out the majority of its current fax machines, desktop printers, network printers, and scanners. Consolidating redundant rental contracts, invoices, vendors, and a wide variety of supply inventories will reduce the overall costs associated with document imaging.

Xerox Corporation is contracted through the State of Texas, Department of Information Resources to provide document imaging equipment and services to public entities statewide as a result of a competitive bidding process.